



Town of Duxbury  
**Recreation Department**  
Town Hall / 878 Tremont St.  
Duxbury, MA 02332

## **Field Use Policy**

updated 10/1/2014

### **Policy Statement**

The purpose of this policy is to establish an orderly and fair procedure for reserving the use of Town/School athletic fields and facilities for the purposes of practice, games, special events, etc... It is the intention of the Duxbury Recreation Department through this policy to balance the increase in demand for such uses with the needs of renovation and maintenance. In addition, the Recreation Department shall consider playing field conditions and use while endeavoring to protect the long term playability of our fields and ensure user safety. The Town of Duxbury shall not be responsible for any injury or loss of articles from said use of our playing facilities.

The Duxbury Recreation Department, through its Director or his/her Designee, shall have the sole and final responsibility for approving applications for field use. Under the current agreement with the Duxbury Public Schools, the Duxbury Recreation Department is the municipal entity responsible for permitting **ALL NON SCHOOL** use of playing facilities. It should be noted that as of the date of this document the only field the Recreation Department does not accept applications for is the Varsity/Turf field behind Lt. Steele gymnasium. Applications for use of that field shall be submitted to the Duxbury Public Schools directly.

The Recreation Department is not able to accommodate all field requests and therefore established, in 1994, a priority schedule. It is important to note that field applications are not automatically renewed and groups must reapply each season. The below priority groupings shall be used by the Director or his/her Designee to determine what applications will be approved:

#### **Priority Group #1:**

Duxbury Recreation Department programs and/or Duxbury Public School Athletic programs.

#### **Priority Group #2:**

Non-profit Duxbury Youth programs.

In order to receive a Priority Group #2 classification, all the participants within this group must be residents of Duxbury. In addition, said groups must provide yearly proof to the Duxbury Recreation Department of their current 501C-3 status, (which must be current) with the State of Massachusetts, provide Liability Insurance naming the Town of Duxbury an additional insured party, and pay the appropriate fee.

#### **Priority Group #3:**

All other organizations and groups included but not limited to: Private Youth Sports Organizations (AAU, All Stars, or Select/Travel groups etc...), Adult Leagues which have a mixture of residents of Duxbury and other towns, Private and/or for profit sports camps and mixed resident youth sport groups. For purposes of this policy, mixed sports groups shall be defined as any group with even 1 participant who is not a resident of Duxbury.

#### **Priority Group #4:**

Non Resident Groups.

Organizations where no participant is a resident of Duxbury.

**NOTE A:** Preference shall be given to organizations who have rented fields in the previous years.

**NOTE B:** No group or organization holding a valid field permit shall transfer any of its rights as a permit holder to another group or organization without prior written authorization from the Recreation Director or his/her Designee. Violation of this provision may result in loss of field privileges.

### **SUBMITTING APPLICATIONS**

1. The Duxbury Recreation Department is open M-F 8am-4pm. Applications may be obtained by downloading from our website at: [www.town.duxbury.ma.us/recreation](http://www.town.duxbury.ma.us/recreation).
2. Applications will be accepted online or in person.
3. Applicants must be 18 years of age or older.
4. Applications for one time in season use must be submitted 14 days prior to date of requested use.
5. Youth groups who are aware of the dates of their season shall adhere to the following submittal procedures:
  - a. Spring Season: Applications are due Dec 15<sup>th</sup>.
  - b. Summer Season: Applications are due April 1<sup>st</sup>
  - c. Fall Season: Applications are due July 1<sup>st</sup>

### **Restrooms**

Most field locations do not have restrooms available. If your group is applying for a permit the Recreation Department may require you to place portable toilets at your site. Costs and all operational necessities for these portable toilets shall be the sole responsibility of the applicants.

### **Field Lining and Maintenance**

The Duxbury Recreation Department and the Department of Public Works **DOES NOT PROVIDE LINING SERVICES**. Lining of fields shall be the responsibility of the organization holding the permits. However, the installation of lines must be approved by the Recreation Department in advance so that various user groups can utilize the fields in a proper manner. Maintenance of most athletic facilities is the responsibility of the Department of Public Works-Division of Lands and Natural Resources Department. **Please refer all maintenance issues to 934-1100 x5515. This is the direct line to the Lands and Natural Resources Department.**

Specifically on baseball and softball fields, no group shall remove puddles from any infield areas. Removing or sweeping puddles off the field creates significant maintenance issues. If the field has puddles on it, it is unplayable.

### **Scholastic priorities**

On all School fields, priority shall be given at all times to School sponsored programs. User groups must wait for the School group to totally clear the field before beginning its use.

### **Fields currently permitted by the Duxbury Recreation Department**

Wadsworth -	(1)Youth Baseball, (1) Multi Purpose
Lincoln St. -	(1) Multi Purpose
Keene St. -	(3 )Youth Baseball, (2)Multi Purpose
Tarkiln -	(2) Youth Baseball
Chandler -	(2) Multi Purpose, (1) Lighted Regulation Baseball
Lower Alden -	(1) Multi Purpose, (1) Softball, (1) Youth Baseball
Train -	(1) Multi Purpose, (1) Regulation Baseball, (1) Lighted Softball
Pool Field -	(1) Multi Purpose
Onion Hill -	(1) Softball, (1) Multi Purpose
DHS Practice-	(1) Practice Field, (1) Softball